

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u> Police Captain	<u>Revision Date:</u> 04/15
		<u>EEO Category:</u> Professional
		<u>Status:</u> Exempt (Admin)
		<u>Control No:</u> 20430

II. Summary Statement of Overall Purpose/Goal of Position:

An Appointed Category 2 position serving at the pleasure of and under the direction of the Police Chief, manages the Administrative activities at the Division level as well as performing other special assignments. Division assignments may be rotated based on department needs as determined by the Police Chief.

III. Essential Duties:

- Meet with staff and plan division and department activities.
- Administrate and supervise personnel matters.
- Perform short and long range personnel and administrative planning.
- Develop division and department policies and procedures.
- Solve division and department problems and other internal issues.
- Communicate verbally and in writing to administration, the public, other agencies and employees.
- Prevent or detect crime, and enforce criminal statutes or ordinances.
- Provide community protection.
- Address the communities' law enforcement concerns.
- Organize staff and administrative meetings.
- Meet with citizens about their concerns and questions.
- Act as Chief of Police during the absence of the Chief.
- Develop and implement staff training.

IV. Marginal Duties:

- Deal with both internal and external requests for information.
- Make department and public presentations.
- May oversee crime investigations.
- Perform other duties as assigned.

V. Qualifications:

Education: Bachelor's degree in law enforcement or related field preferred.

Experience: Requires nine years of experience as a sworn law enforcement officer with progressively increasing responsibilities. At least two of those years must include administrative and supervisory experience as a Police Lieutenant with the Sandy City Police Department; the Police Chief may appoint any individual he/she believes fill the needs of the department, provided the individual meets the above requirements.

Certifications/Licenses: Must be able to qualify annually in emergency vehicle operations, firearms and ability course, unless excused by Chief of Police. Must pass and maintain Utah POST certification. Requires valid Utah driver's license.

Probationary Period: Not Applicable. This is an appointed position exempt from the protections described in Utah Code Ann. Section 10-3-1105(1)(a).

Knowledge of: Principles of management, supervision, and planning; budgeting; professional presentation skills; research methods; police terminology and policies; municipal and state laws; City and department

policies and procedures; internal and external problem solving techniques and basic computer skills.

Responsibility for: Responsible for making decisions that affect the activities of others; great responsibility for the care, condition and use of materials, equipment, money and tools; planning, organizing and delegating of Division assignments and responsibilities; scheduling of employee shifts; supervision, disciplining and planning of Divisional personnel; applying the correct principles of community policing and community values; upholding Department Core Values; respond to situations involving threats to public safety and make emergency decisions affecting the lives and health of others.

Communication Skills: Organize, delegate and establish meaningful goals; communicate effectively verbally and in writing; prioritize tasks. Ability to professionally furnish and obtain information from other departments; frequent contacts with executives on matters requiring explanations and discussions; contacts with other enforcement agencies; regular and frequent outside contact with persons of high rank, requiring tact and judgment to deal with and influence people; requires well developed sense of strategy and timing; frequent contact with people who are hostile and aggressive which requires much listening and problem solving; frequent outside contact with public presenting data that may influence important decisions.

Tool, Machine, Equipment Operation: Regular use of a city vehicle and firearm. Frequent use of office equipment including a telephone, copier, computer and printer.

Analytical Ability: Work well under pressure and impending deadlines; establish effective working relationships with employees and the public; apply general principles to specific conditions.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls; may frequently bend, stoop or crouch; and frequently communicates with others. Employee will sit or stand for long periods of time and may occasionally move up to 50 pounds. Constant attendance is required.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Great mental effort is required daily; great mental pressure and fatigue are present in this position due to daily exposure to stressful situations as a result of human behavior, deadlines and other problem solving issues. While performing duties, employee's life or personal safety is at risk. Employee will organize own work and work will be performed with very little supervision. Moderate exposure to overtime; some evening and weekend work required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserved the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____